

Specific Privacy Statement – Processing of personal data of meeting attendees

ECDC processes personal data collected in order to grant visitors access to ECDC premises to attend meetings and, when applicable, in order to reimburse costs incurred by visitors in connection to meetings in and outside of Sweden, in accordance with Regulation (EC) 45/2001¹.

What is the purpose of the personal data processing?

The purpose of the processing is to collect, review and store personal data in order to organise the meeting and to facilitate the logistics and practical arrangements required. It is also required for reasons of security. The data are also processed to ensure accurate records are kept of all those visitors seeking access to ECDC, both during working hours and outside them.

Who is the data controller in respect of this personal data processing?

The data controller for this processing operation is Pontus Molin, Head of Unit of Resource Management and Coordination, Pontus.Molin@ecdc.europa.eu.

What categories of personal data are collected and processed?

The categories of data collected and used are:

- Dietary requirements
- Special hotel room/booking related requirements
- Name
- Home address
- Workplace
- Job title
- Telephone number
- Bank details
- Email address
- Family members if included in e.g. hotel booking
- Date of birth (e.g. on flights to US)
- Car registration number (e.g. on parking invoices)
- Any meals/drinks purchased on hotel invoices
- Home address on L&D invoices
- For recruitments: recruitment procedure attended, home address, next-of-kin name, address and telephone number

Who are the recipients of this personal data?

In addition to ECDC personnel who require the data as a result of their involvement with the relevant meeting or its organisations (for example, missions and meetings, finance and security), other recipients may include third parties involved with meeting organisation or ancillary arrangement connected to the meeting, including external contractors responsible for researching and booking logistical arrangements, accommodation and travel providers and external meeting organisers. From a security perspective, in case further investigation is needed, data may be shared with local law enforcement agencies.

Information is also stored in line with Article 63 of the rules of application of the Financial Regulation, and personal data is recorded in the European Commission's accounting system (ABAC) only to the extent necessary to process and account for financial and contractual

¹ Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

relations visitors have or will have, directly or indirectly, with the ECDC. Data is processed in this regard in line with the privacy statement:

[Http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf](http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf)

What is the legal basis for this personal data processing operation?

The legal basis of the processing operation are:

- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union.
- ECDC Founding Regulation 851/2004, specifically Articles 9, 10 and 11.
- Staff Regulations of Officials of the European Union, in particular Article 1 (e) (2)

Moreover, the processing operation meets a functional need of the service.

How long will my personal data be retained for?

Data will be retained for as long as it is necessary in connection with any follow-up visits to ECDC. All personal data shall be deleted after 10 years, following the departure of the data subject from ECDC, in accordance with the financial rules applicable to the budget of the EU.

What are my rights here?

Data subjects have the right to access and rectify the personal data collected concerning them. Data subjects are entitled to the erasure of their data if the processing is unlawful. Such requests shall be actioned within 15 working days of receipt of the request. Data subjects may also contact the ECDC Data Protection Officer (DPO) in respect of any concerns they may have or with any questions relating to the processing of their personal data, at the following email address: dpo@ecdc.europa.eu. The data subject has the right of recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu/EDPSWEB/>; edps@edps.europa.eu).